

Regular Session, December 21, 2009, 7:00 p.m.  
Catawba County Board of Commissioners

**Appointments**

Equalization and Review Board	497	12/21/09
Agricultural Advisory Board	497	12/21/09

**CDBG**

Agreement with WPCOG on 2009 Scattered Site Housing Project	498	12/21/09
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**Closed Session**

Economic Incentives/Attorney-Client Privilege	501	12/21/09
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**Emergency Services**

Newton Rural Fire District Fund Appropriation	497	12/21/09
Appropriation of \$39,000 in Homeland Security Funds – Resource Typing	497	12/21/09
Appropriation of Homeland Security Grant funds for Disaster Preparedness	498	12/21/09
Appropriation of Homeland Security Grant funds for Training and Exercise supplies	498	12/21/09

**Finance**

Comprehensive Annual Finance Report for FY08/09 – Independent Audit	501	12/21/09
Overview of Annual Financial Report	501	12/21/09

**Ordinances**

Project Budget Ordinance for 2009 CDBG Scattered Site Housing Program	499	12/21/09
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**Resolutions**

Policies and Guidelines for the Community Development Block Grant Program	500	12/21/09
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**Tax**

Refund Request	500	12/21/09
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The Catawba County Board of Commissioners met in regular session on Monday, December 21, 2009 at 7:00 p.m. in the Robert E. Hibbitts Meeting Room of the 1924 Courthouse in Newton, North Carolina.

Present were Chair Katherine W. Barnes, Vice-Chair Lynn M. Lail and Commissioners Dan Hunsucker, Glenn E. Barger and Barbara G. Beatty.

Also present were County Manager J. Thomas Lundy, Assistant County Manager Lee Worsley, Assistant County Manager Dewey Harris, County Attorney Debra Bechtel, and County Clerk Barbara Morris. Deputy County Attorney Anne Marie Pease was absent.

1. Chair Katherine W. Barnes called the meeting to order at 7:00 p.m.
2. Commissioner Glenn E. Barger led the Pledge of Allegiance to the Flag.
3. Chair Barnes offered the invocation.
4. Commissioner Barger made a motion to approve the minutes from the Regular Meeting of December 7, 2009. The motion carried unanimously.
5. Recognition of Special Guests: Chair Barnes welcomed all present and specifically welcome WPCOG's Laurie Powell's daughter Katie.
6. Public Comments for Items not on the Agenda: None.

7. Appointments.  
Vice-Chair Lynn Lail recommended the reappointment of Joe Rowe to the Equalization and Review Board for a third term. Mr. Rowe's term will expire December 3, 2012. Commissioner Hunsucker recommended the appointment of Susan Proctor and Joe Devine to two vacant positions on the Agricultural Advisory Board. Ms. Proctor was recommended by the Farm Bureau and Joe Devine was recommended by the Soil and Water Conservation District. These terms will expire January 20, 2013.

These recommendations came in the form of a motion. The motion carried unanimously.

8. Consent Agenda:

County Manager J. Thomas Lundy presented the following six items for Board consideration:

- a. A request for the Board to appropriate the existing fund balance in the Newton Rural Fire District fund, in the amount of \$17,038, for the City of Newton Fire Department. The funds will be used towards the purchase of new firefighter alert pagers and personal protective equipment. Historically, fund balance for a rural fire district is carried from year to year unless the department contracted by the Board of Commissioners to provide service for that district makes a request to appropriate it and the Board concurs. The fund balance is created through tax revenue collections exceeding projections established by the Budget Department prior to the fiscal year. The contracted Fire Department may utilize 90% of the existing fund balance to address non-operating budget purchases such as major building projects, equipment items, personal protective equipment and vehicles. The remaining 10% of each fire district's fund balance is reserved in the fire district's special fund for contingencies during the budget year. The purchase of the alert pagers will allow the department to replace outdated pagers. These pagers meet new standards established by the Federal Communications Commission to be compliant with the 12.5 narrow band split. The personal protective equipment will be utilized to provide the necessary protection to firefighters during the performance of their duties. These purchases meet the mandated requirements established by the County for use of Fire District fund balances by contracted fire departments, and are not considered on-going operational costs. The following supplemental appropriation applies:

Supplemental Appropriation

Revenue:

363-260010-690100

\$17,038.00

Fund Balance

Expense:

363-260010-849010

\$17,038.00

Fire Protection

- b. A request to approve a supplemental appropriation of a grant from the U.S. Department of Homeland Security in the amount of \$39,000. These are pass-through funds and no appropriation of County funds is required. Homeland Security Presidential Directive-5, *Management of Domestic Incidents*, directed the development and administration of the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable Federal, State, tribal and local governments, nongovernmental organizations and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity. The funds will be used for resource typing, which is the categorizing by capability, of the resources requested, deployed, and used in incidents. Measurable standards identifying resources and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources, which may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements. Resource typing is a continuous process designed to be as simple as possible; it facilitates frequent use and accuracy in obtaining needed resources. This grant application was submitted to the Department of Homeland Security for funding by the North Carolina Department of Crime Control and Public Safety. The project is a collaboration between North Carolina Emergency Management and the Charlotte (Metro) Urban Area Strategic Initiative. Upon completion, each county will have a response operations management tool, which contains information pertinent

to resource decision-making. The total grant award was \$39,000, to inventory, type and populate the resource database. The \$39,000 is being passed through to Catawba County, which will serve as the host county. The following appropriation applies:

Appropriation Increase

Revenue

110-260060-620401

Homeland Security Resource Database \$39,000

Expense

110-260060-849098

Homeland Security Resource Database \$39,000

- c. A request to approve a supplemental appropriation of a \$200,000 grant by the U.S. Department of Homeland Security. These are pass-through funds and no appropriation of County funds is required. This type of grant funding must be passed along to local jurisdictions, so the North Carolina Department of Crime Control and Public Safety has requested that Catawba County host the grant. A Memorandum of Agreement pertaining to this request has been developed between Catawba County and the Department of Crime Control and Public Safety, Division of Emergency Management. The objective of this project is to ensure adequate preparedness for a response to an all-hazards event, to include terrorism, within the State of North Carolina by purchasing transfer switches to be used for emergency power generation at critical infrastructure sites during a natural or man-made disaster. This project addresses Disaster Preparedness Region (DPR) 7, which includes Cabarrus, Catawba, Gaston, Iredell, Lincoln, Mecklenburg and Union Counties. Critical infrastructure weakness were identified in a 2008 Annual Capability Assessment Program (ACAP). The ACAP identified the need for shelters to be outfitted with back-up generators or at least be outfitted with transfer switches that would allow a portable or trailer generator to be hooked to the facility rapidly during a disaster. This project will allow those counties designated within the DPR to choose a critical infrastructure site that would receive an automatic transfer switch, which is capable of connecting to mobile generators strategically located throughout the region. Catawba County will subcontract with each county identified to receive a transfer switch. Each county would identify the site for the transfer switch and manage the purchase and installation of the switch. Catawba County will reimburse each participating county once the project is complete. The following appropriations apply:

Appropriation Increase

Revenue

110-260060-620402

Homeland Security Transfer Switches \$200,000

Expense

110-260060-849099

Homeland Security Transfer Switches \$200,000

- d. A request to approve a supplemental appropriation of \$35,000 from a 2008 Homeland Security Training and Exercise Grant. These are pass-through funds and no appropriation of County funds is required. In November 2008, Catawba County Emergency Services applied for exercise grant funding from the North Carolina Department of Crime Control and Public Safety's State Homeland Security program. This grant will be used for a multi-agency, full-scale response exercise in November 2010 which will test hazardous materials response operations capability at the county level. During the last quarter of 2009 and 2010, the grant funds will be used to purchase training and exercise supplies, facilitate training, table top exercises and preparation for the full-scale exercise including materials, controller, evaluators and participant costs. By using this grant, staff will be able to test the County's capabilities without the use of local tax dollars and can address any areas that need to be enhanced. The following appropriation applies:

Supplemental Appropriation:

Revenue

110-260060-620399 \$35,000

Homeland Security Exercise Grant

Expense

110-260060-870100 \$10,000

Small Tools & Minor Equip

110-260060-841020 \$25,000

Training and Ed

- e. A request for the Board to adopt policies, procedures and plans, a budget ordinance, and a proposed agreement with the Western Piedmont Council of Governments (WPCOG ) for

administration in connection with the 2009 CDBG Scattered Site Housing Project. Catawba County is allocated \$400,000 every three years for a Scattered Site Housing Grant from the North Carolina Department of Commerce. Catawba County received an allocation in 2003 and 2006. In order to be eligible for this round of funding in the amount of \$400,000, a grant was written by the WPCOG in July 2009 which consisted of the following: rehabilitation of five homes; clearance/relocation of one home; and emergency repair funds for ten homes located throughout the county. Catawba County received approval of this funding on November 12. To administer these funds, the County has to adopt the three documents identified above. The Board's Finance and Personnel Subcommittee recommends adoption of the specified 2009 CDBG Scattered Site Housing Project documents. The following Ordinance and Resolution apply:

**ORDINANCE#\_\_\_\_\_**

**CATAWBA COUNTY'S PROJECT BUDGET ORDINANCE  
FOR THE 2009 CDBG SCATTERED SITE HOUSING PROGRAM  
(CATAWBA COUNTY SCATTERED SITE HOUSING GRANT)**

Be it ordained by the County Commissioners of Catawba County that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted.

Section 1. The project authorized is the Community Development Project described in the work statement contained in the Grant Agreement (#09-C-1987) between this unit and the Department of Commerce. This project is more familiarly known as the 2009 Catawba County Scattered Site Housing Grant.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the Department of Commerce, and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this C-1 project.

<u>Revenues</u>	
Community Development Block Grant	\$ 360,000

Section 4. The following amounts are appropriated for the C-1 project:

<u>Expenditures</u>	
Rehabilitation (CDBG)	\$ 198,000
Relocation (CDBG)	\$ 110,000
Clearance	\$ 5,000
Planning	\$ 7,000
Administration	<u>\$ 40,000</u>
	\$ 360,000

Section 5. The following revenues are anticipated to be available to complete the L-1 project:

<u>Revenues</u>	
Community Development Block Grant	\$ 40,000

Section 6. The following amounts are appropriated for the expenditure L-1 project:

Expenditures

Rehabilitation (CDBG)

\$ 40,000

Section 7. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement(s) and federal and state regulations.

Section 8. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 9. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 10. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Board.

Section 11. Copies of this grant project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this the 21<sup>st</sup> day of December, 2009.

RESOLUTION #

CATAWBA COUNTY  
POLICIES AND GUIDELINES FOR THE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, Catawba County has been awarded a Community Development Block Grant Award for \$400,000; and

WHEREAS, Catawba County desires to adopt Community Development Program Policies and Guidelines; and

WHEREAS, the Community Development Office has created Community Development Program Policies and Guidelines;

NOW, THEREFORE, BE IT RESOLVED, Catawba County hereby adopts Community Development Program Policies and Guidelines as herein contained.

Adopted this the 21<sup>st</sup> day of December, 2009.

- f. A request for a tax refund request totaling \$59,354.61. Records have been checked and this refund verified; therefore, the Tax Collector is asking for approval of the refund request. Under North Carolina General Statute 105-381, a taxpayer who has paid taxes may request a refund in writing for an amount that was paid through error.

Chair Barnes asked if any Commissioner wished to have any item on the consent agenda broken out for separate consideration. Commissioner Hunsucker asked for clarification on the first item and it was confirmed that the fire departments could only use 90% of their fund balance. Commissioner Hunsucker made a motion to approve the consent agenda. The motion carried unanimously.

After the consent agenda it was noted that Emergency Services Director David Weldon was going to retire from his position and this would be his last Board Meeting. Mr. Weldon was thanked for his service to the County and was wished well in his new position of working for the State of North Carolina.

9. Departmental Reports.

Finance:

- a. The Board received a report on the County's independent audit for fiscal year 2008-2009 and on the County's Comprehensive Annual Finance Report for FY 2008-2009. Paula Hodges of Martin, Starnes and Associates reported that the County continued to deliver services in a sound fiscal manner in spite of a severe economic recession, which led to \$1 million in cuts by the County government. Ms. Hodges noted that the County's Financial Statement had been submitted to the Local Government Commission and the Commission reported that it had no suggestions or changes to the Statement – which Ms. Hodges indicated was very unusual. Ms. Hodges complimented Finance Director Rodney Miller and his staff on their excellent work and Mr. Miller recognized both Jeanne Jarrett and Kenneth Maynard for their efforts. Commissioner Dan Hunsucker made a motion to accept the audit report. The motion carried unanimously.
- b. Catawba County Finance Director Rodney Miller presented the Board with an overview of the County's Annual Financial Report. Property tax revenues increased by 3.1% (\$2.4 million) in 2009 of which the collection rate decreased by .47% (with the state average being a 1% decrease). Catawba County has the 7<sup>th</sup> lowest property tax rate among 25 urban counties and is the 28<sup>th</sup> lowest out of 100 counties. Sales tax revenues were down 10.74% from 2008 and businesses such as manufactured homes/boats/airplanes; apparel; automotive; food; furniture; general merchandise; lumber/building materials and unclassified (hotels, office machines) all saw a decrease in retail sales. Investment earnings were down from \$2,574,460 to 2,053,754 – a 20.22% decrease from 2008. The County increased tax dollars going to education – the three school systems and CVCC – by 5.1% (\$1.9 million). The County's outstanding debt in 2009 \$130 million with \$1.07 billion available to the County. The 2009 debt per capita was \$832, with the average of the 25 urban counties being \$1,852 – making Catawba County the 6<sup>th</sup> lowest.

General Fund revenues for FY 08/09 were \$166,960,431, with General Fund Expenditures/transfers \$171,874,608 – resulting in a decrease to the Fund Balance of \$4,914,177. In March 2009, a 2% (\$1 mil) reduction was made to the County Department budgets with schools and outside agencies held harmless. July thru November budgets were reduced \$5.5 million in response to state actions and in December 2009, County Departments, schools and outside agencies were advised to plan for another 2% reduction (\$1.8 mil) subject to revenue collections through February 2010. Reductions to date are \$6.5 million, with \$1.8 potential reduction this year for a total of \$8.3 million in budget reductions.

10. Other Items of Business: None.

11. Attorneys' Report: None.

12. Manager's Report:

County Manager J. Thomas Lundy requested the Board consider moving into closed session pursuant to General Statute 143-318.11(a)(4) and (a)(3) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations and to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body. Mr. Lundy did not anticipate any action upon return to open session. Commissioner Hunsucker made a motion to move into closed session. The motion carried unanimously. The Board moved into closed session at 7:55 p.m.

13. Adjournment: The Board returned to open session at 8:35 p.m. County Manager Lundy advised the Board of a reduction in force in the County Manager Office and Commissioner Hunsucker made a motion to adjourn. The motion carried unanimously.

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Katherine W. Barnes, Chair  
Catawba County Board of Commissioners

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Barbara E. Morris  
County Clerk